

Memorandum

*Making Conservation
a California Way of Life*

To: DISTRICT DIRECTORS
DEPUTY DISTRICT DIRECTORS, PROJECT
PROGRAM MANAGEMENT
DEPUTY DISTRICT DIRECTORS, PLANNING
DEPUTY DISTRICT DIRECTORS, DESIGN

Date: February 11, 2021

From: MICHAEL KEEVER *Michael D. Keever*
Deputy Director
Project Delivery

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Subject: COMPLETE STREETS DECISION DOCUMENT- IMPLEMENTATION

To meet the Governor's priority and the California Department of Transportation (Caltrans) strategic goals to advance equity and provide accessibility to all users, Caltrans is committed to effectively implement efforts to incorporate complete streets facilities on State highway projects. In addition, the State of California is committed to combat the climate crisis and reduce greenhouse gas emissions by enacting an array of legislation, including AB 32, SB 32, SB 375, SB 391, and SB 743. Most recently, the Governor issued Executive Orders N-19-19 and N-79-20, directing Caltrans to leverage its transportation investments in "innovative strategies designed to shift people from cars to other forms of transportation." The Executive Orders continue the State's commitment to a "fix-it-first" approach to maintain our State's highways and bridges, while also requiring Caltrans to deliver projects that better support transit, walking, biking, and other active modes.

Caltrans has created a project-specific decision document, the Complete Streets Decision Document (CSDD), to record key decisions to incorporate complete streets facilities in projects. The intent of the CSDD is to ensure accountability in Caltrans' ongoing efforts to maximize the integration of complete streets elements within projects. The CSDD is required to be prepared and submitted with the Project Initiation Document (PID), Project Approval/ Environmental Document (PA/ED), and Plans Specifications and Estimate (PS&E) submittals.

Effective immediately, the CSDD is required to be completed and attached to the Project Initiation Document (PID) for all projects that require a PID and have not been programmed. In addition, the CSDD is required for all 2022 SHOPP PIDs. Only Permanent Restoration (131) and SHOPP Safety (010) projects are

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exempt from including a CSDD. 2022 SHOPP PIDs that have been submitted and not programmed are required to complete the CSDD and attach prior to resubmission.

The instructions on how to complete the CSDD, as well as a copy of the template, are available on the Project Development Procedures Manual (PDPM) website, Appendix FF at <<https://dot.ca.gov/programs/design/manual-project-development-procedures-manual-pdpm>>. Reference to the CSDD and Appendix FF will be included in the SHOPP Project Initiation Report (PIR) guidelines as well as various applicable PDPM Chapters and Appendices in subsequent updates.

For any questions, please contact Antonette Clark, Chief, Office of Standards and Procedures, at <antonette.clark@dot.ca.gov>.

c: Project Delivery Division Chiefs
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